

Informative Group Presentation Assignment

Using language with clarity is an art. It involves choosing and using words that relate best to the speaker's intended purpose and meaning for a particular audience. This assignment provides a chance to develop language usage and the organizational skills you learned in your earlier assignments. In addition, this assignment requires that you coordinate your efforts with others in a group setting to deliver a longer and more in-depth presentation.

Your purpose in this assignment is to inform. Choose topic, structure, support, and the words you use wisely. All of these elements combined are essential in delivering your message to your audience. Be sure that you give yourself plenty of time to complete this assignment so that you have ample time to rehearse your final presentation as a group. The unique challenges of this assignment can only be met successfully with careful planning and effort from all members of your group.

This purpose will be carried out by observing the following assignment requirements:

1. **General Purpose:** To inform. The subject of the speech must be either the explanation of a process or a procedure (remember that no Demonstration or "How to" speeches are allowed) OR the description of an object, place, structure, animal, person, event, or concept. All topics should be approved by the instructor. The major objective of this speech is to convey a clear and thorough understanding of the subject under discussion. It must *not* be persuasive.
2. **Written Components:** Outline, Bibliography/Works Cited, and Note Cards.
 - a. The speaker will prepare an outline following the accepted rules of outlining discussed in lecture. You must use complete sentences in your outline. The thesis of the speech must be a single declarative sentence listed at the top of the outline and announced first at the end of the introduction.
 - b. Each group will prepare a complete bibliography/works cited page of outside materials used. The bibliography/works cited must follow the MLA style manual format.
 - c. Note cards must be prepared in the format discussed in class.
3. **Research / Supporting Materials:**
 - a. The speech must be based on at least *10 outside sources* of information.
 - b. Oral Documentation: Presenters must make use of oral documentation whenever using information taken from outside sources whether quoted or paraphrased. Guidelines for oral documentation will be discussed in class and are presented in the text for the course. All sources listed in the Bibliography must be orally documented in the speech at least once.
4. **Time Window:** The time window for this speech will be 18-20 minutes. Penalties for time are as follows: for the first 30 seconds over or under the window, 2 points will be deducted from the speech grade; for every 30 second interval beyond the first, 5 points will be deducted from the final grade for the speech (maximum deduction for over- or under-time will not exceed one letter grade for the assignment). Practice your speech enough so you feel confident that it will fall within the time limits.

5. **Structure:** The presentation must involve all group members equally. This means that if you have 5 group members, each member should present approximately 4 minutes of content of the presentation. This does NOT mean that each member's 4 minutes of content should be continuous. One member may deliver the transitional content between other speakers throughout the presentation, for example. Additionally, two members may deliver a specific point jointly; complimenting each other's information/analysis, etc.
6. **Speaking Notes:** Each group member may use speaking notes to present the presentation. A maximum of 2 3x5 inch note cards will be allowed per speaker. Notes may only be written on one side of these cards. Methods for preparing speaking notes will be discussed in class.
7. **Visual Aids:** Groups will be *required* to use an effective visual aid in this presentation. Visual Aids are recognized as supporting material much like testimonies, statistics, examples, etc. used to support a sub-point in the speech. Examples include pictures, graphs, media, etc. While digital projection may serve as a means to present visual aids, it is NOT a visual aid itself and should be used accordingly.
8. **Speaking Days:** A random speaking order will be used for this assignment. All groups must be prepared and ready to speak on the first day of speeches. On the first scheduled day of these presentations, your outline and bibliography/works cited must be turned in. Failure to turn in an outline on the first day of presentations will result in a failing grade for the speech and a subsequent failure of the class (for ALL GROUP MEMBERS). After completing the speech, speaking notes may be randomly checked by the instructor.
9. **Peer Evaluations:** Everyone will evaluate all the other presentations in the class using the speech critique sheets. These evaluations will be returned to the other groups. Be constructive; the idea is to give each other helpful and supportive feedback.